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ABSTRACT

This manual consists of sets of guides for six CD-ROM databases: (1) ABI/INFORM, a business administration CD-ROM published by UMI; (2) Books in Print (an outstanding tool for compiling bibliographies on any subject); (3) ERIC (Educational Resources Information Center), an education database in the version published by SilverPlatter; (4) MLA, a comprehensive literature database published by Wilson; (5) PsycLit, a psychological database published by Silverplatter; and (6) Logicraft, a network interface for CD-ROMS. Each set of guides consists of two guides, a one-page quick search guide that is sufficient for getting on and using each database, and a multiple-page, step-by-step guide that gives detailed instructions. Both guides have the same numbers so that any part of the one-page guide can be instantly found in more detail in the multiple page guide. These guides are kept beside each terminal in the Daniel Library at The Citadel Computer Center (Charleston, South Carolina) for instant use by patrons; they are also used in classes and for individual instruction. The one-page guides are distributed free on request. (Author/KRN)

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CD-ROMS STEP BY STEP

Herbert Nath

30 June 1992

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Herbert T. Nath

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

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Introduction

The following guides were written for the students and faculty of The Citadel during the last two years. The Citadel uses the Logicraft program which enables two Vax computers to read the cd-rom drives through a 386 pc and transmit the information to Macintosh, IBM compatible computers and VT terminals either through direct connection or through the phone lines.

Even though you are probably using the cd-rom disks differently you may find the guides useful. For each cd-rom there are two guides: a one page quick search and a multi-page step by step guide. The numbers coincide so that anything which is found on the quick search can quickly be found in more detail on the more thorough step by step guide. I am so pleased with this method that I think it can be adapted to the writing of any computer manual, or for that matter, anything.

We keep the step by step guides in binders near the vt terminals and distribute free copies of the one page quick search guides. Students seem to like them, and we find that this system cuts down their need for individual instruction and also supplements the cd-rom orientation they receive in their classes.

Although they are reproduced here in 10 cpi for easier readability from microfiche, the quick guides were originally printed in 12 cpi so they would fit on one page. ERIC and PsycLIT refer to the SilverPlatter versions. ABI is UMI and MLA is Wilson.

If you have ever dreaded reading the lengthy manuals provided by the cd-rom distributors you may find these guides helpful.

If these guides have any merit, I would like to thank all of my co-workers at The Daniel Library, Mr. Robert Leckie, the famous historian, Dr. Fabian Schupper, the noted psychologist, Marshall Solomon, computer wizard, and everyone at IRM, The Citadel Computer Center, who made this possible.

Herb Nath
27 June 1992

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ID: ERIC; PsycLit; ABI/Inform; Books in Print; Logicraft; Modern Language Association; Citadel; American Business Institute; American Psychological Association.
AB: This manual consists of six sets of guides for the following cd-rom databases: (1) ABI/INFORM--probably the premier cd-rom in business administration, published by UMI, (2) Books in Print--an outstanding tool for compiling bibliographies on any subject, (3) ERIC--undoubtedly the best of all the education databases, this version published by SilverPlatter, (4) MLA--The most comprehensive literature database, published by Wilson, (5) PsycLit-the number one psychological database, published by SilverPlatter, and (6) Logicraft, one of the better network interfaces for cd-roms.

Each set consists of two guides, a one page Quick Search guide which is sufficient for getting on and using each database, and a multiple page Step by Step guide which gives detailed instructions. What is unique is that both guides have the same numbers so that any part of the one page guide can be instantly found in more detail in the multiple page guide. Some day all computer manuals, or for that matter, all instructional manuals, may be written this way. We keep them beside each terminal for instant use by patrons, but they are also used in classes, for individual instruction and the one page ones are distributed to any people free to any who want them.

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ABI/INFORM Quick Search

The location of the journals can be found in the *Charleston Area Union List of Serials* which is near the computer terminals. Fill out an interlibrary photocopy form for any article not available at The Citadel. The cost is .10 a page for local items and it takes about two days, excluding weekends. Photocopies can be obtained from any place in the United States, but it will take a week or more and the cost can be $3 to $5 or more.

1. **Instructions:** For further information refer to *ABI/INFORM Step by Step*. The numbers are identical in each manual. **DO NOT TYPE THE QUOTATION MARKS.** They merely illustrate keys and commands.

2. **Main Menu:** The line, "Search the ABI/INFORM Database" will be marked by a ">" which is the default. Press "Return".

3. **Search Menu:** Type the first word you want to search and press "Return".

4. **Using the Thesaurus:** To get a more relevant search use the printed thesaurus, *ABI/INFORM on Disk Controlled Vocabulary* which is kept next to the terminals. Type "te" then parenthesis then a word selected from the thesaurus then parenthesis then "Return". For example, type "te(inflation)", and press "Return".

5. **Modifying the Term:** Using the same example, to select the word from just the title you would type, "ti(inflation)". To select a particular company you would prefix the parenthesis with "co", for example, "co(nabisco)". To select a particular journal you would prefix the parenthesis with "jo", for example, "jo(barrons)".

6. **Combining Terms:** Normally, two or more words are searched together and joined by a connector such as "and". Press "F3" to bring up the prompt to type your next term. Type your next term. Press "Return". Press "F3" again. This time type the line numbers of the previous words, enclose

them in brackets and connect them by "and" or "or", for example, "[1] and [2]". Press "Return".

7. **Viewing the Titles:** Press "Return". Mark the titles for printing with the space bar. A small triangle will appear before each marked title.

8. **Viewing the Abstracts:** Press "Return"

9. **Printing and Downloading:** Press "F4" for output then press "Return" twice.

10. **Index:** Press "F6" to call up the window. Type term. Notice that the term appears in the window letter by letter as you type. Use arrow keys to highlight term and press "Return" twice.

11. **Truncation:** Use the "?" to truncate.

12. **Saving the Search Strategy:** Press "Escape" one or more times to return to the search screen. Press the "Print Screen" key.

13. **Exit:** Press "Escape" one or more times. At "Restart? (Y,N), press "y".

6/26/92/HN

ABI/INFORM Step by Step

H.T.Nath
25 June 1992

1. **Instructions:** Do not type any quotation marks. They merely indicate prompts, keys, and commands. All punctuation used for grammatical purposes is placed outside of the quotation marks. Any punctuation within the quotation marks must be typed. Capitalization is irrelevant.

2. **Logon:** See Logon Directions.

3. **Main Menu:** Press "Return" to see the following screen:

```
                Main Menu

   INTRODUCTION to ABI/INFORM Ondisc

   HOW TO USE ABI/INFORM Ondisc

 > SEARCH the ABI/INFORM Database

   CHANGE to another UMI disc

   EXIT from System
```

"SEARCH the ABI/INFORM Database" is the default and will be highlighted. Press "Return" to continue.

4. **Search Menu:** The following screen will then appear:

```
ProQuest          ABI/INFORM          Jan 1988-Mar 1992




Search term(s): _____________________________

To Search:  Enter key word or phrase, press Enter.
F1=Help  F2=Commands
```

Type in one of the search terms you will be using and press "Return", e.g. "inflation". This will search for the word

any place it occurs, even if it only appears in the abstract. Press "Return" and the following screen will then appear:

```
(01):  inflation -->  INFLATION                    5127

Search results in 5127 item(s)
```

5. **Using the Thesaurus:** Since this would involve searching too many items you will want to narrow the search. One way of doing this is search only the subject headings--ABI refers to subject headings as "terms" and abbreviates this to "te". Before you do this you will need to consult the ABI/INFORM thesaurus entitled *ABI/INFORM on Disk Controlled Vocabulary*. It is kept on the computer table. For example, type "te(inflation)" and press "Return". The following screen would then appear:

```
(01):  inflation -->  INFLATION                    1865

Search results in 1865 items(s)
```

6. **Modifying the Term:** This would still be too many items to search. Another way to further limit the search is by searching for it only if it appears in the title. For example, type "ti(inflation)" and press "Return". The following screen will then appear:

```
(01):  inflation -->  INFLATION                     561

Search results in 561 item(s)
```

(You can also search just the company fields, e.g., "co(philip morris)" or just the journal fields, e.g., "jo(barrons)".)

7. **Combining Terms:** Since this will still bring up too many items, you will need to combine the term "inflation" with another term. Perhaps you are only interested in how inflation affects older Americans. Press "F3" for modify to start the next search. "Search term:" will again appear on the screen. After looking at *ABI/INFORM on Disk Controlled Vocabulary* again type in another word, e.g. "older people" and press "Return". The following will then appear on the screen:

```
[1]  inflation                                          5127
[2]  older people                                        858

Search results in 858 items
```

Press "F3" again to start a new search. This time you will combine the set numbers using Boolean logic. The standard Boolean connectors, "and", "or", can be used, but "and not" is used instead of "not". Brackets will be needed for the numbers. For example, type "[1] and [2]" and press "Return". The computer will tell you the number of items which have both terms:

```
(01):  Search [3]                                       5127
(02):  Search [4]                                        858
(03):  (01) and (02)                                      24

Search results in 24 items
```

In other words, there are 24 articles telling how inflation affects older people. You can further limit your search by year. For example, "[3] and (1990 or 1991)", but this is usually not necessary since the citations appear in reverse chronological order. By the way, plurals are included automatically.

8. **Viewing the Titles:** To see the individual titles all you need to do is to press "Return". The screen will then present the titles of the articles:

```
Inflation, Age, and Wealth
Indexing Social Security Benefits
Medicare Use in the last Ninety Years
Better Savings Rate for Retirement
The Megatrends and the Backlash
Senator Charges into Influential Health Care
Will Low Rates Spur the Rise of a New Pro-Inflation?
Social Security Benefits Don't Keep Up
The Vols (Veterans of Life)
LTC:  A Need That Won't Go Away
```

By using the arrow keys and the space bar you can mark any titles. Once an arrow key highlights a title press the "space bar". A small triangle (indicated here by the "greater than symbol") will appear before each selected title. Only these items will be printed or downloaded:

```
>Inflation, Age, and Wealth
>Indexing Social Security Benefits
```

Use "+" or "Page Down" or "Next Screen" to move to the next screen or "-" or "Page Up" or "Previous Screen" to move to the previous screen.

9. **Viewing the Abstracts:** To see the complete citation and abstract of any title press "Return". The complete citation and abstract will appear and also the subject headings as "terms". These "terms" can also be entered into the computer to pull still more citations. You can also go from one abstract to the other without going back to the title screen by just pressing the same keys: "Page Up", "Next Screen", etc. You can mark anything for printing without going back to the title screen. Press the space bar and the entire entry will become highlighted indicating that the article will be printed.

```
92-15944
Title:     High-Tech Keeps Nabisco No. 1
Authors:   Horwitt, Elizabeth
Journal:   Computerworld  Vol: 26  Iss: 9 Date: Mar 2,
           1992  pp:12  ISSN:  0010-4841
Company:   Nabisco Foods Co.
Terms:     Food processing industry;  Case studies:
           Information systems;  Improvements;
           Salespeople;  Systems design;  US
Codes      9220 (Company specific); 8610 (Food)
Abstract:  A ten to twenty line summary of the article
```

10. **Printing and Downloading:** To print or download the selected abstracts press "F4" for "output". The following will appear:

```
Format: > Long (Citation and abstract)
          Short (Citation only)
Output to: > Printer only
             Printer and disk file
             Disk file only
Drive:  A:
Filename:  \UMI.TXT
To change  selection:  Use arrow and space-bar
```

Press "Return". The following screen will then appear:

```
What do you want to output?
  > Marked items
    Current item
    All items  (Max=10)
    Change Output Options
```

Press "Return" and the selected abstracts will be printed. (The downloading option was not operable at the time of this guide.)

11. **Index:** This is a handy device for searching authors with uncommon names, companies , and specific words whose spelling may be difficult. While in the Search Menu press "F6" and the following window will appear:

```
Word Index                          Count
9992                                    1
9993                                    3
9994                                  616
A                                  210154
A1                                      2
Type letters, Press return F1=Help
```

This looks like garbage but as you type, the word will appear in this window letter by letter. Before you are finished typing you will see your word in the window. This is especially handy for words whose spelling may be difficult. By means of the arrow keys move the cursor to your word and press "Return". The word will now appear immediately after "Search:" and the window will disappear. Press "Return again and the computer will such for your word. To get out of the index without selecting a term press "Escape".

12. **Truncation:** Use the "?" to truncate. For example, "corporat?" brings up "corporation" and also "corporate" and also "corporatism". Do not truncate too soon. Besides taking an inordinate amount of time it will also bring up garbage. "corp" would bring up the above but also "corps of engineers" and "corpse".

13. **Saving the Search Strategy:** Before you exit press "Escape" to return to the search screen and then press "Print Screen". This will print your search strategy and will be very useful for later searching.

14. **Exit:** Press "Escape" one or more times. This returns you to the main menu and erases the previous searches. It will also ask: "Restart? (Y,N)". If you wish to leave type "y". The main menu will again appear on the screen

IMPORTANT KEYS FOR ABI/INFORM

The template key designations (are listed first and the actual DEC key designations are in parenthesis.

Escape Moves you back one level at a time, from the abstracts to the list of titles to the search results and eventually it will ask if you want to exit.

Return Moves you forward one step at a time. Moves from the search word to the search results then to a list of the titles and eventually to the abstracts. It is also used to print and download.

Space bar Mark. On the title screen it marks each item you select with a triangle. Press a second time to unmark.

F1 Help. Opens and closes help windows. Can be used anytime. This is an important key.

F2 Commands. Displays all of the commands at the bottom of the screen. You need to press this key several times to see all of the commands.

F3 Search. Press this key to get the "Search:" prompt which is necessary before you can type a new word or command. It also allows you to clear a search terms line by pressing it again rather than "Return".

F4 Output. Used to print or download.

F6 Word Index. This enables you to find your term on a list displayed in a window.

F10 Restart. Goes back to the main menu.

+ Keypad "+". Moves forward one screen at a time. Equivalent to "Page Down" or "Next Screen".

- Keypad "-". Moves back one screen at a time. Equivalent to "Page Up" or "Previous Screen".

? Used as the truncation symbol. For example, "market?" stands for "marketing" and "marketed" as well as "market" or "markets".

[] Used to combine line numbers (or words), e.g., "[1] and [3]" or "[inflation] and [6]".

Down Arrow Moves forward through the index one line at a time.

Up Arrow Moves backward through the index one line at a time.

Page Down Moves forward one screen at a time. Equivalent to "+" or "Next Screen".

Page Up Moves back one screen at a time. Equivalent to "-" or "Previous Screen".

CONNECTORS

and Both words must appear in the document for the document to be retrieved. The words can be any place in the document. For example, "inflation and the money supply" will retrieve only those articles which deal with both the "money supply" and "inflation".

or As long as either word appears in the document the document will be retrieved. For example, "inflation or money" supply will retrieve everything on either "inflation" or the "money supply".

and not Will pull up only those articles which deal with the first term and which do not deal with the second term. For example, "inflation and not the money supply" will pull up every article on "inflation" as long as it does not deal with the "money supply". The "and not" command is usually restricted to not pulling up items which were selected in a previous search.

w/seg More restrictive than "and". Both words must appear in the same segment, i.e., both words must appear in either the title, or the abstract or the term field. For example, "inflation w/seg money supply" will only pull the document if "inflation" and "money supply" are both found in either the title, or in the abstract or in the terms.

w/ More restrictive than "w/seg". A number needs to follow the "/". This will pull up only those articles which are no more than so many words away

from each other. For example, "inflation w/10 money supply" will only pull up the articles if "money supply" is no more than words away from "inflation".

pre/ More restrictive than "w/". A number needs to follow the "/". This will pull up only those articles which are no more than so many words away from each other, but, in addition, the words need to be in the same order. For example, "inflation pre/10 money supply" will pull up the article if "money supply" is no more than 10 words away from "inflation", but "inflation" must come first.

not w/ Skip this useless information. This is an example of something which the computer can do but which no one wants to do. A number needs to follow the "/". It will pull the document only if the two terms are more than so many words away from each other.

(space) A space between two words means "adjacent". For example, "money supply" will pull the document only if the two words are right next to each other and "money" must come first. "Supply of money" will not pull the document. It is the most restrictive of all connectors yet it is also one of the most useful.

Books in Print Quick Search

Books in Print refers to books which are currently available from publishers. Although most of them are not in the Daniel Library, or in Charleston for that matter, Most can be obtained through interlibrary loan for a small fee (free if in Charleston) and a 1-2 week wait (1-2 days if in Charleston. Forms are at the reference and circulation desks.

1. **Instructions:** For further information refer to *Books in Print Step by Step*. The numbers are identical in each manual. **DO NOT TYPE THE QUOTATION MARKS.** They merely illustrate keys and commands.

2. **Main Menu:** Type "s" and press "Return"

3. **Search Menu:** Type "kw=" for keyword "au=" for the author's last name or "ti=" for the first words of the title or "su=" for the subject or "pu=" for publisher. Type the word you wish to search then press "Return", e.g., "au=smith, john".

4. **Search Workspace Screen:** After you have entered two or more words you can combine them. You can combine keyword with author or title with publisher, etc. Type "cs=" for combine set then the line numbers of the words you typed. For example, "cs=1 and 2" or "cs=1 or 2". Press "Return". Press "F10" to see the brief citations.

5. **Brief Citations Screen:** Highlight the books you want to see in greater detail by using the up and down arrows and pressing "Return". After you are finished highlighting press "F10" to see the full citations one at a time.

6. **Full Citations Screen:** Press "+" or "Next Screen" to see each citation in turn. Press "-" or "previous screen to back up.

7. **Print Menu:** Press "Escape" to go back to "Brief Citations Screen and press "F 5". Highlight "Full Citation" and press "Return".

8. **Browse Menu:** Press "Escape" until just the main menu appears. Press "b" and "Return". The browse menu will appear. Highlight the wanted category.

9. **Browse Author Menu and Screen:** Highlight "author" by means of the arrow keys. Press "Return". Type the author's last name (optional: comma, space, and first name), and "Return". Highlight the correct author(s) by means of the arrow keys and press "Return". Press "F10" and the full citations will appear.

10. **Browse Title Menu and Screen:** Highlight title by means of the arrow keys and press "Return". Type the first word of the title and press "Return". Highlight the correct title by means of the arrow keys and press "Return". Press "F10" and the full citation will appear.

11. **Truncation:** It is automatic in the browse mode. Use "$" in the search mode.

12. **Search Menu Options:** A fast way to get a particular title is to type "at=the then the first four letters in the authors last name comma then the first four letters in the first word of the title.

13. **Action Menu:** Press "Escape" until the main menu appears. Highlight Action. Press "q" to quit.

6/11/92/HN

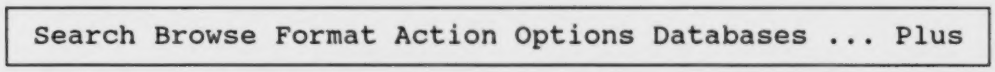
Books in Print Step by Step

H.T.Nath
9 June 1992

Books In Print contains the books which are currently available from publishers. Only a small portion are available at The Citadel or even in the Charleston Area. For a small fee and a waiting period or 1-2 weeks (if the books are in Charleston they are free and the time is just 1-2 days) you can obtain most of the books you want through Interlibrary Loan. Fill out a blue form available at the reference or circulation desks.

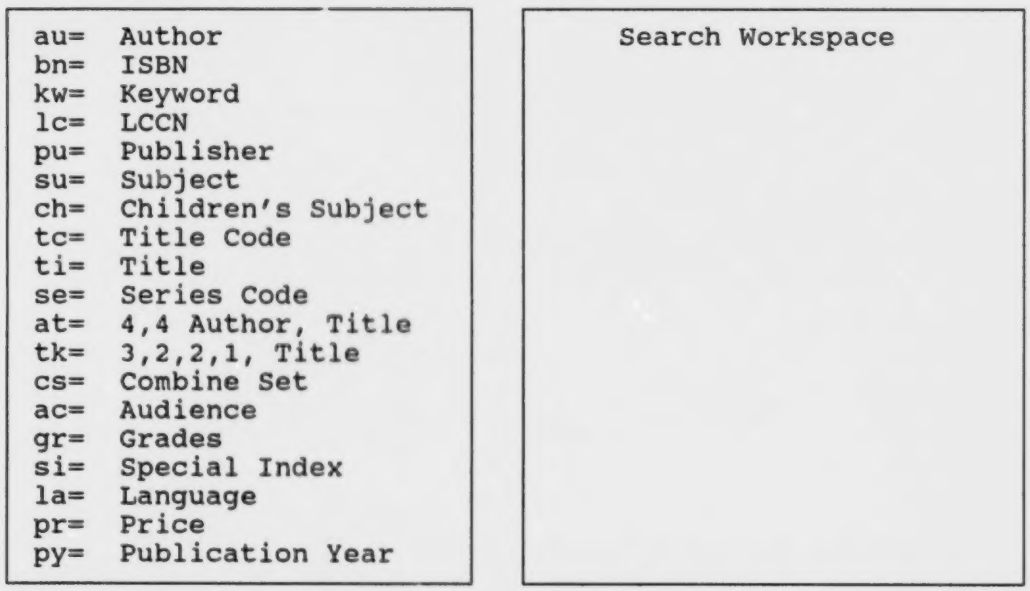
1. **Instructions: DO NOT TYPE ANY QUOTATION MARKS.** They merely indicate prompts, keys, and commands. All punctuation used for grammatical purposes will be placed outside of the quotation marks. Any punctuation within the quotation marks must be typed.

2. **Main Menu:**



Highlight the mode you wish to search by using the arrow keys (or by typing the first letter of the desired word) and pressing "Return". For example, press "s" and "Return" for the Search Menu:

3. **Search Menu:**



Probably the most common way to search is by keyword, "kw=", and combine set, "cs=". For example, to find some books which are atlases of Australian parrots type "kw=parrots" and "Return", then type the second word "kw=atlas" and "Return" then perhaps kw=birds and "Return". The screen will now look like this:

4. **Search Workspace Screen:**

```
1. kw = parrots                                  107
2. kw = atlas                                   2292
3. kw = birds                                   1903

F1 Help      ESC Menu Bar    F10 Brief Citation
Enter new Search Statement and Press Enter
```

To combine the sets type "cs=1 or 3" and "Return" then "cs=2 and 4" and "Return". The screen will now look like this:

```
1. kw = parrots                                  107
2. kw = atlas                                   2292
3. kw = birds                                   1903
4. cs = 1 or cs = 3                             1989
5. cs = 4 and cs = 5                              12

F1 Help      ESC Menu Bar    F10 Brief Citation
Enter new Search Statement and Press Enter
```

What this is saying is the following: There are 107 books on "parrots"; there are 2,292 atlases; there are 1,903 books on "birds"; there are 1,989 books on either "parrots" or "birds" (duplicates are eliminated when the two items are added). Matching line "2" with line "5" says that there are twelve atlases dealing with "birds" or "parrots". Press "F10" for the following screen:

5. **Brief Citations Screen:**

```
Atlas of Wintering Bi  Lack, Peter     $46.00   06/1990
Atlas of Parrots       Alderton, D    $139.95   05/1991
Atlas of Breeding Bir  Andrle, Rob     $29.95   06/1988
Atlas of Australian B  Blakers, M.     $34.95   07/1984

F1 Help                                    ESC menu Bar

Use up and down arrow keys and Enter to select an Item
```

Press the down arrow to highlight the Alderton book and press "Return". Press the down arrow again to highlight the Blakers book and press "Return". Now press "F10" and the following screen will appear:

6. **Full Citations Screen:**

```
 Alderton, David.   The Atlas of Parrots.  Stevenson, Graeme,

 Illustrator.  544 p. 05/1991. $139.95.
 (ISBN 0-86622-120-4, H-1109.  TFH Publications.

F1 Help  F2 Pub  F4 Save File  F5 Print ESC Prev Window
F7 Order                  F10 Review  +/- Next/Prev Cit
```

Press "+" or "Next Screen" and the next highlighted book, "Blakers" will appear on the screen. To Go back press "-" or "Previous Screen".

7. **Print Menu:** If you want to print both citations you will need to first press "ESC" to go back to the Brief Citations Screen then press "F5". (Pressing just "F5 without going back will print only the item on the screen.) The following window will appear screen:

```
BRIEF Citation
FULL Citation
```

Press the down arrow key to highlight "FULL CITATION". Press "Return". All of the highlighted citations will be printed in full.

8. **Browse Menu:** Press "Escape" one or more times until the screen is blank except for the main menu at the top of the screen. By means of the arrow keys (or by pressing "b"), highlight "Browse" and press "Return". The following screen will appear:

```
Author
Keyword
Publisher
Subject
Children;s Subject
Title
Series Title
ISBN
Title Code
```

F1 Help	ESC Menu Bar
Use up and down arrow keys and Enter key to select and Item.	

As you can seen "Browse" lacks the "cs" or combine set command. This is probably the main reason it is not used more often.

9. **Browse Author Menu:** Sometimes one does not know the full spelling of an author's name, e.g., "forsh?????". Highlight "Author" by means of the arrow keys (or by pressing "a") and press "Return". The following window will appear in the middle of the screen:

Enter as much of term as you know
Enter Author Name_____
Enter Find term ESC Choose Index F10 Brief Cit. PgUp/Dn Scroll

Type "forsh", which will appear after "Author name" and press "Return". The following list will appear:

10. **Browse Author Screen:**

Forshaw, Bess C.	1
Forshaw, Joseph M.	1
Forshee, Kenneth J.	1
Forshfvud, S.	1
Forsky, Valentine	1
Enter Find term ESC Choose Index F10 Brief Cit. PgUp/Dn Scroll	

If "Forshfvud" is the correct name highlight it with the arrow keys and press "Return". Press "F10" and the full citation will appear on the screen.

11. **Browse Title Menu:** Sometimes one does not know the full title of a book, e.g., "Audubon ????? Birds". Highlight "Title" by means of the arrow keys (or by pressing "t") and press "Return". The following window will appear in the middle of the screen:

Enter as much of term as you know
Enter Title _____
Enter Find term ESC Choose Index F10 Brief Cit. PgUp/Dn Scroll

Type "audubon", which will appear after "Title name" and press "Return". The following list will appear:

12. **Browse Title Screen:**

Audrey's Add No Salt Cookery 1 Audubon & His Journals 1 Audubon Conservation Report 1 Audubon Encyclopedia of North American Birds 1 Audubon Field Guide to North American Mammals 1
Enter Find term ESC Choose Index F10 Brief Cit. PgUp/Dn Scroll

If "Audubon Encyclopedia of North American Birds" is the correct name highlight it with the arrow keys and press "Return". Press "F10" and the full citation will appear on the screen.

13. **Truncation:** With the browse mode truncation is naturally automatic. You merely type as much of the word as you know. The same thing can be achieved in the search mode with the dollar sign, "$". For example:

1. au = gold 315 2. au = gold$ 3335

"au=gold" would retrieve 315 books written by authors whose last name was gold. "au=gold$" would retrieve 3,335 books written by authors whose last name was "goldman", or "goldberg" or "golding", whatever. The "$" can be used for truncation with any search mode qualifier: keyword, title, subject, etc. It must be used carefully, however, e.g., "Cat$" will pull "cattle" as well as "cats".

14. **Search Menu Options:** Most of the items on the search menu screen are obvious. Two which are not are "at=" and "tk=". "at= 4,4 Author, Title" is very fast and handy. It wants the first four letters of the author's last name then a single comma then the first four letters of the first word in the title. For example, if you were searching a book by

Terres called The Audubon Complete Encyclopedia of North American Birds" you would merely put in "terr,audu" to retrieve the book. If you knew only the title, you could use "tk= 3,2,2,1 Title" which is almost as fast. For example, for the above book, type "aud,co,en,o". Notice that you never type the initial article but do type words such as "the" or "of" if they appear later in the title. All commas must be typed, one for the "at=" search and three for the "tk=" search.

15. **Action Menu:**

Press "Escape" one or more times and highlight "Action" by means of the arrow keys and press "Return" to see the following:

```
Help                  (F1)
Publisher             (F2)
Clear Workspace       (F3)
File Save             (F4)
Print                 (F5)
Edit                  (F6)
Order                 (F7)
Send Order            (F8)
View                 (F10)
Quit to DOS
Quit to Ordering
```

Press "Q" to quit. "F3" is nice to use to clear your workspace. This is necessary since the workspace will not hold more than 12 statements. "F4" will save the results of a search to disk. This is especially useful when a lot of items are retrieved.

16. **Format Screen:** Press "Escape" one or more times until just the main menu appears. Press "f" for format and "Return" The following window will appear:

```
Books in Print (Std)
Catalog Card
Marc Tagged
Order Form
Custom
Detailed
Ingram
Order Format
Patron Format
```

The default is "Books in Print (Std)" (Std means standard) which is used almost all of the time. Occasionally, though, you may want the printout to look like a catalog card. This

is accomplished by means of the arrow keys (or typing "c") and pressing "Return". (The other formats are used primarily by librarians.) When you do your search the full citation will look like the following.

```
Alderton, David
    The Atlas of Parrots.  T F H Publications,
Incorporated,  05/1991.
    544 p.  :  ill.  (H Ser.)

    ISBN 0-86622-120-4  :  $139.95

    1.  Parrots.  I.  Stevenson, Grahem, (illustrator).
    II. Title.  III.  Series.
```

The main difference between this and the standard format is that the subject headings which would appear in the library catalog are present. If you are in standard format and decide later to get into catalog format all you need to do is press "Alt F". You do not need to go back to the main menu.

ADDENDA

$ The truncation symbol. It is used in the search mode. Despite the help instructions never use "?".

Alt F Use this to change the format for printing viewing or saving while in the search or browse mode.

Control d Deletes all selected entries in the on the brief citation **d** list in the search mode or the browse list.

Control v Used in the browse mode. When the arrow is next to any book on the browse list press "Control v" to transfer that selection to the search mode where it can be combined with other terms.

Control x Allows you to see the full citations of all the items on the brief citation screen for saving or viewing.

Escape Used to go back one or more screens. It is necessary to press it one or more times to change modes.

F1 Help. Although this is available for any step the main set of instructions appears when the search menu first comes on the screen.

F2 Publisher's address.

F3 This will clear the workspace.

F4 This is used to save material to a disk.

F5 The is much more efficient than "Print Screen". Although can be used to print individual titles it is even more efficient when it is used to print all the marked titles.

F10 Used very often in either search or browse. It is used to pull the list of book titles and also to pull the full title.

Q Quit. This must be used in the action mode.

Next Screen Will bring up the next record. Page Down and "+" on the VT keypad will do the same.

Previous Screen Will bring up the previous record. Page Up and "-" on the VT keypad will do the same.

Return Used to highlight the book titles from a list as well as run the initial search statement.

ERIC Quick Search

The "ED" numbers are located in the cabinets against the north wall on the first floor. The "EJ" numbers refer to journal articles. Their locations can be found in the *Charleston Area Union List of Serials*.

1. **Instructions:** For further information refer to *ERIC Step by Step*. The numbers are identical in each manual. **DO NOT TYPE ANY QUOTATION MARKS.** They merely illustrate keys and commands.

2. **ERIC and PsycLit Menu:** Highlight the wanted file and press "Return".

3. **ERIC Database Menu:** Press "Escape" (F11), and remember it, the magic key.

4. **Main Menu:** Press "t" for thesaurus (or "i" for index or "f" for find.

5. **Thesaurus:** Type the first word you wish to search and press "Return". Highlight the best term and press "t" for term details. Press "s" for select for each highlighted term. Press "f".

6. **Index:** Type the first word you wish to search and press "Return". Highlight the best term and press "s" for select. Press "f".

7. **Find:** Type the first word you wish to search and press "Return".

8. **Connectors:** In the find mode type the number symbol, "#", followed by a line number. Type a connector then another "#" followed by another line number,for example, "#1 and #2" or "#3 or #4 or #5".

9. **Show:** Press "Escape" (F11) then "s" for show.

10. **Show Options:** Use the "Page Down", "Page Up, and the arrow keys to move among the records. Press "Return" to mark records for printing. The cursor needs to be at the record you wish to mark.

11. **Print:** Press "p" and "Return" to print the marked records. It is no longer necessary to change options.

12. **With, Near, and Not:** These commands are infrequently used.

13. **Accession Numbers:** Type "an=ej" or "an=ed" followed by the six digit ERIC number will and press "Return" to retrieve items, e.g., "an=ej107965".

14. **File Separation:** Type "and fi=ej" or "and fi=ed" after your final search number to limit the search to either journal articles or ERIC documents, e.g., "#9 and fi=ej".

15. **Xchange Mode:** Press "Escape" to get the main menu and then "x". Highlight the other file and press "Return".

16. **Help Mode:** Press "Help" ("F1").

17. **Quit:** Press "Escape" until the main menu appears and press "q".

5/28/92/HN

ERIC STEP BY STEP

28 May 1992
H.T. Nath

The Daniel Library has a complete collection of ERIC fiche arranged by "ED" numbers in the cabinets against the north wall on the first floor. There are almost one third of a million documents. The "EJ" numbers refer to journal articles. Their locations can be found in the *Charleston Consortium List of Serials* located on the reference table next to the computer terminals.

1. **Instructions: DO NOT TYPE ANY QUOTATION MARKS.** They merely indicate prompts, keys, and commands. All punctuation used for grammatical purposes will be placed outside of the quotation marks. Any punctuation within the quotation marks must be typed.

2. **ERIC and PsycLit Menu:**

```
Press | or | and ENTER to select a menu item
            Press F1 for HELP
          Press F10-Q to QUIT.

L:ERIC  1982 - March 1992
M:ERIC  (1966 - 1981)
N:PsycLIT Disc 2  (1/83 - 9/91)
O:Unrecognized disc
```

Highlight the file you wish to search by using the up arrow or the down arrow and press "Return". The following screen will appear:

3. **ERIC Database Menu:**

```
                The ERIC Database
                1982 - March 1992

The ERIC  (Educational Resources Information Center) database
consists of the Resources in Education (RIE) file of document
citations and the Current Index to Journals in Education (CIJE)
file of journal article citations from over 750 professional
journals....

   To learn more about the database              press F3
   To learn more about the retrieval system      press F1
   To use the THESAURUS                          press F9
   To search ERIC - type a word or phrase     press ENTER

FIND:
```

Do not pay any attention to this screen. Instead, press "Escape" (F11). This is the magic key. The only one you need to memorize. The following menu will appear:

4. **Main Menu:**

```
Commands:  Find  History  Index  Thesaurus  Show  Clear
           Print  Guide  Xchange  Restart  Options
           Download  Quit
```

Forget about the template or the "F" keys. All you need to do to use ERIC is to type the first letter of any command word on the menu without pressing "Return". For example, press "f" for "Find" or "p" for "Print" to get to the "Find" or "Print" modes respectively.

5. **Thesaurus:** The best way to start most searches is with the online "Thesaurus". This will enable you to use ERIC's vocabulary which usually gives better results. With the Main Menu on the screen press "t" for "Thesaurus" and the following screen will appear:

```
THESAURUS term to look up:
```

Type in a word you are interested in, for example, "black". The following screen will appear:

```
                LIST OF PERMUTED TERMS

BLACK
    BLACK ACHIEVEMENT
    BLACK AMERICANS USE BLACKS
    BLACK AND WHITE FILMS USE FILMS
    BLACK ATTITUDES

MENU:  Term Details  Select Terms  Find  Back
       Display List  Clear List
```

If you move the cursor to "Black Attitudes", for example, and press "t" for "Term Details", and no "Return", the following will appear:

```
      TERM DETAILS FOR:  BLACK ATTITUDES

SCOPE NOTE:  Year Term Introduced:  1977
USED FOR:   NEGRO ATTITUDES
BROADER TERM(S):  ATTITUDES
RELATED TERM(S):  BLACK COMMUNITY;  BLACK CULTURE;
                  BLACK POWER  RACIAL ATTITUDES
                  RACIAL IDENTIFICATION

MENU:  Select Term  Find  Back  display List  Clear List
```

The cursor will be on "Black Attitudes". Press "s" for "Select Term". Move cursor to another term you think might be useful, "Racial Attitudes", for example, and press "s" without pressing "Return". After you are finished selecting your terms press "f" and the computer will search your terms. The following screen will appear:

No.	Records	Request
#1:	192	BLACK ATTITUDES in DE
#2:	303	RACIAL ATTITUDES IN DE
#3:	466	#1 or #2

6. **Index:** The next best way to search ERIC is through the "Index". It is used when the word does not appear in the Thesaurus. It is especially good for people and other names which are too specific for the "Thesaurus". From the main menu press "i" for "Index". The following screen will appear:

```
INDEX word to look up:
```

Type in the word you want to look up and press "Return". All the words which start the same way will appear on the screen. For example, suppose you typed the word "sykes s". The following screen would appear:

Word	Occurrences	Records
SYKES-STEWART	1	1
SYKES-STEWART-C	1	1
SYKES-SUSAN	1	1
SYKES-SUSANNE-A	1	1

MENU: Select Terms Find Clear Terms Display Terms

The arrow keys will move you up and down the screen. If you wish to see both articles by "Stewart Sykes" you will need to first move the cursor to "SYKES-STEWART" and press "s" without pressing "Return" then move the cursor to "SYKES-STEWART-C" and press "s" again without pressing "Return". This is the tricky thing about searching people. All forms of the name need to be accounted for. After you have finished selecting terms press "f" for "Find" without pressing "Return" to do the actual search.

7. **Find:** If the word you want does not appear in either the "Thesaurus" or the "Index" you will need to use the "Find" mode. From the "Main Menu" press "f" for "Find". The following screen will appear:

```
FIND:
```

The best way to use the "Find" mode is through either words in the title or words used as descriptors, i.e., subject headings. You do this with the word "in". For example, "sex in ti" will search for "sex" in the title while "sex in de" will search for "sex" as a descriptor. "Sex" by itself will search for the word in the abstract, in the title, and as a descriptor. For compound words, e.g., "sex education", a hyphen is frequently used. "Sex-education" means the same thing as "sex education in de" but is much faster for the computer. In searching titles the hyphen would naturally be omitted.

8. **Connectors:** By means of the number symbol, "#", the numbers of the words you previously selected and the connectors "and" or "or" you can combine words to search for exactly what you want. Truncation is accomplished by means of the "*". The following screen may help you understand this:

```
No.    Records  Request

#1        506   SEX-EDUCATION
#2       1169   SCHOOL-ROLE
#3        603   SCHOOL-RESPONSIBILITY
#4        546   RESPONSIBIL* IN TI
#5       2226   #2 OR #3 OR #5
#6         28   #1 AND #5
```

Lines numbers 1 through 3 are searching for words as descriptors. Line number 4 is searching for a word in the title using the truncation symbol, "*". Line number 5 is adding the similar words with an "or" connector giving a huge number. Line 5 is matching two lines using the powerful "and" connector, saying that both line "1" and line 5 must be present for the record to be pulled. This particular screen summarizes computer searching in a nutshell.

9. **Show:** Press "Escape" to get back to the "Main Menu". Press "s" for "Show" and the desired citations will be displayed.
The "Show" menu will appear at the bottom of the screen:

```
MENU:  Mark Record  Select Search Term  Options  Find
       Print  Download
```

To change what appears on the screen you may want to press "o" for "Options". The "Show Options" menu will appear:

10. **Show Options:**

```
Fields to Display:          AN,AU,TI,JN,DE,AB
Records to Display:         ALL
Field Labels:               (Short)  Long   None
Clear All Marked Records:   Yes  (No)
Clear All Selected Terms:   Yes  (No)
```

In the "Fields to Display" you may wish to make the records shorter by deleting "AN,AU," or even "DE". (These abbreviations stand for accession number, author, and descriptor.) This will cause only the title (TI), journal (JN), and abstract (AB) to appear on the screen. By the way, whatever appears on the screen has no effect on what fields will be printed. Press the "Next Screen" key to move down one screen at a time or "Previous Screen" to move back one screen at a time. The "Down Arrow" key and the "Up Arrow" key will move the cursor up or down one line at a time. Press "Return" for any record you wish to mark. Stars will appear to the left of the entry. After you are finished pressing "p" will take you directly to the "Print" menu:

11. **Print:**

```
Fields to Print:        AN,AU,TI,CS,PY,JN,PG,DE,ID,AB
Records to Print:       Marked
Field Labels:           (Short) Long None
Print Searches:         Yes  (No)
Clear Marked Set:       Yes (No)
Print Limit:            20
```

```
MENU:  Start Print     Change Options
```

Press "Return" and the desired citations will be printed in the best possible format. It is strongly recommended that you do not change the print options as you did previously.

12. **With, Near, and Not:** Three other connectors which may be used to increase relevance are "near", "with" and "Not". "With" is more specific than "and" since it requires both words to be in the same field, i.e., both must be in the title field or both must be in the abstract field or both must be in the descriptor field, e.g., "psychology with reading". "Near" is even more specific since both terms must be in the same sentence, like "with", either can come first, e.g., "psychology near reading". "Not" is primarily used with line numbers to eliminate looking at documents that one has already seen.

13. **Accession Numbers:** To get an individual "ED" or "EJ" number type either "an=ed", or "an=ej" followed by the six digit number, for example,

"an=ed215326" or "an=ej197342". (An alternative way of doing the same thing is to type the expression "in an" after each "ed" or "ej" number, e.g. "ed275421 in an".) To save time, you can type a number of "EJ"s or "ED"s on one line joined by the connector "or".

14. **File Separation:** The equal sign is often used in separating the "EJ" numbers from the "ED" ones: Putting "and fi=ed" after a search word or a line number will pull only ED numbers while "and fi=ej" will pull only EJ numbers. "fi" in this instance stands for "file" not "find". The equal sign can also be used to designate a particular year as in "py=1992" whereby "py" equals publication year.

15. **Xchange Mode:** Press "Escape" (the magic key) "Main Menu" on the screen press "x". The "ERIC Select Menu" will appear:

L:ERIC (1982 - March 1981) M:ERIC (1966 - 1981)

Press either the up or down arrow key to move to the other ERIC file and press "Return". After a few seconds the other file will be ready to search. Now, by just typing a line number, e.g. "#16", from the previous search you can replicate that search in the new file.

16. **Help Mode:** By pressing "Help" (Template designation is "F1" on the library terminal) you can get help on whatever topic you are in.

17. **Quit:** Press "Escape" one or more times until the main menu appears and type "q".

APPENDIX

MAIN MENU MODES

These commands are given from the main menu which is reached by first pressing "Esc". ("F11" from a library terminal or "F5" from a personal computer.) Type the first letter of the command without pressing "Return".

CLEAR Press "c". This will erase the old search strategy so a new search can be started without taking you out of the ERIC database.

DOWNLOAD Press "d". This enables you to download the citations retrieved. Press "c" to "change options". At "Fields to Download" type all". At "Download Searches" type "y". Press "Return" twice.

FIND Press "f". This is the mode you are in whenever you do any searching.

GUIDE Press "g". This is another way to get help. Type either "i" for "introduction", "f" for "fields", "t" for "terminology", "s" for "stop words", "e" for "examples" or "r" for "resume", i.e., get out of "help".

HISTORY Can only be used with a pc, not a library terminal. It will save only the search strategies on your floppy disk or personal hard disk. They can be called up an run later without further typing.

INDEX Press "i". Type the word you want. You do not need to type in the whole word, though, since truncation is automatic. This mode is especially helpful when searching for authors, but it can be used with any term. It will also show the words which come before and after the desired term. Press "s" to select the term and then "f" to find it.

OPTIONS Press "o". This will allow you to change the settings for "show", "print" and "download" before you actually start your search. Most people prefer to change options later.

PRINT Press "p". This enables you to print the citations retrieved. Press "c" to "change options". At "Fields to Print" type all". At "Print Searches" type "y". Press "Return" twice.

QUIT Press "q". This allows you to exit and return to DOS.

RESTART Press "r". This is identical to combining "clear" and "xchange". It will erase your search and take you back to the ERIC select menu.

SHOW Press "s". This enables you to view the citations retrieved. Press "o" for "options" to change the initial format. "ti" for "title","ab" for abstract, and "jn" for "journal" are especially effective.

THESAURUS Press "t". Type the word you want. By means of the arrow keys select the most appropriate word. Press "t" to get "term details". The Term Detail screen will appear. By means of the arrow keys move the cursor to the terms you wish and press "s" for select for each term. Press "f" to find the items indexed. This is an excellent way to start a search.

XCHANGE Press "x". This will bring the first menu to the screen, the one listing the two cd-rom disks. Highlight the one you want by means of the arrow keys and press "Return". Your original search strategy will remain and you will be able to search the new disk by merely entering the proper line numbers.

FREQUENTLY USED COMMANDS AND KEYS

The line number key. This is perhaps the most important key on the keyboard. Line numbers must always be preceded by the number symbol.

***** The truncation key. Be careful not to truncate with insufficient letters, otherwise a lot of irrelevant material will be retrieved.

- The hyphen is used instead of a space for compound terms whenever you want the term to be treated as an identifier or descriptor rather than just a word in the abstract or title. It is also used to separate an author's last name from his first initial. Lastly, it is used to designate a range of years when used with a "py" limiter.

= It is also used after "fi" to separate the "ED" numbers from the "EJ" numbers. It is also used after "py" to designate a particular year.

() Parenthesis can be used in commands which contain more than one type of connector.

Space Bar A blank space between words means the words are adjacent to each other in the same order.

Esc Escape. When in doubt press Escape. It will get you back to the previous screen and eventually back to the main menu. F11 or F5.

Help Press "Help". This explains the command or mode you are in when it is pressed. It is "F1" on the template.

Help Index On a library terminal press "F7" and "Help" simultaneously. This brings up 117 categories in a window on the right side of the screen. By means of the arrow keys bring the cursor to the topic desired and press "s" or "Return". The particular help will appear on the screen. (On the template these keys are marked "Control" and "F1".)

Page Up Used mostly with "Show" to get to a previous record, but also used in the "Help" and "Tutorial" modes.

Page Down Used mostly with "Show" to get to the next record. but also used in the "Help", "Guide", and "Help Index" modes.

Return Also called "Enter" and "Carriage Return". It is used after most commands but it is *not* used after the letter commands of

the main menu. It is also used in the "show mode" to mark the records for printing.

GLOSSARY

Adjacent An empty space between words is a connector which means adjacent and only in the order presented; for example, "reading comprehension" will not call up "comprehension in reading". Except for certain compound words, like "New York", other connectors are usually better.

And For the record to be selected all terms connected by "and" need to be present.

Connector "And", "or", "with", "not", "near" and space.

Descriptor Subject headings which appear in a thesaurus. In ERIC, they are further divided into major descriptor and minor descriptor. The designations are "de" for descriptor and "dem" for major descriptor.

Identifier Subject headings which are too specific to appear in the thesaurus, e.g. "Battelle Developmental Inventory". They are also used for people, places, agencies and institutions. The designations are "id" for identifier and "idm" for major identifier.

Limiter An all encompassing word which modifies the search. It includes descriptor, identifier, title, author, jn, and file. Some of the more common are: "in de", in dem", "in ti", "in id", "in idm", "in au", "in jn", "fi=ej", and "fi=ed".

Near Infrequently used connector. It is like "and" but more specific since requires each limiter to appear in the same sentence for the item to be pulled.

Not A dangerous connector. It can cause a search to fail to pull relevant documents. Its prime purpose is to deselect the documents of a search which was previously done so they won't be retrieved in the current search.

Or For the record to be selected only one (or more) terms connected by "or" need be present.

With Infrequently used connector. It is like "and" but more specific since requires each limiter to appear in the same field for the item to be pulled.

INTERPRETING THE FIELDS

The full record contains a number of fields which are rarely used. You can satisfy your curiosity about what they mean by pressing "Escape" one or more times to get the main menu and then pressing "g" for guide. The following are the ones most frequently used:

AB The abstract (or summary) of the document.

AN Accession Number. The abstracts are arranged by these numbers and also the fiche of the "ED"s. It is a means of getting the abstract, or in the case of "ED"s, the fiche itself.

AU Personal Author. It can sometimes be used to get additional documents when an author is know as an authority.

CS Corporate Source or corporate author. Sometimes the author of a document is an organization rather than a person.

DE Descriptors. This is extremely important in finding the keywords for subsequent searches. The asterisk, "*" distinguishes the major descriptors. Those without the asterisk are minor descriptors.

ID Identifiers. Again, this is extremely important in finding the keywords for subsequent searches. The asterisk, "*" distinguishes the major identifiers.

JN Journal. It is the way to find the "EJ"s. You need to find where the library keeps the journal cited.

PG Pages.

PY Publication Year. It can be used as a limiter.

TI Title.

Logicraft CD-ROM Quick Logon

1. **CD-ROM Menu:** Press "Escape" one or more times to get to the Logicraft menu.

2. **CD-ROM Menu:** Press "4" and "Return".

3. **Terminal Menu:** Press "5" and "Return" (or press "q" and "Return" to quit.) Press "Return".

4. **Template Screen:** Press "Return".

5. **Quit:** Press "Escape" until the main menu appears and press "q".

Logicraft CD-ROM Login Step by Step

H.T.Nath
25 June 1992

1. **Instructions:** **DO NOT TYPE ANY QUOTATION MARKS.** They merely indicate prompts, keys, and commands. All punctuation used for grammatical purposes is placed outside of the quotation marks. Any punctuation within the quotation marks must be typed. Capitalization is irrelevant.

2. **CD-ROM Menu:** If necessary, press "Escape" one or more times to get out of the previous data base then follow the instructions on the screen to get the cd-rom menu:

```
- Move cursor to selection using arrow keys o
  by pressing menu option number.
- Press Return or Enter to select.
- Press PF4 to back up one level.
```

CD-ROM Menu
1. ABI 2. Books In Print 3. Eric & PsycLit 4. MLA 5. Exit

Type any number "1-4" and the following screen will appear:

3. **Terminal Menu:**

```
SELECT THE TERMINAL EMULATION SOFTWARE YOU ARE USING:

                    1. REFLECTION 2+   (IBM)
                    2. REFLECTION 4:   (IBM)
                    3. MAC220          (MAC)
                    4. MAC241          (MAC)
                    5. VT TERMINAL     (DEC)
```

Since the library terminals are VT's type "5" and press "Return". To quit, type "Q" for quit and press "Return".

4. **Template Screen:** The following screen will appear: Notice that the left column refers to the template whereas the right column refers to the VT keys themselves. The commands given on the screen will always refer to the template, not to the keys themselves.

CDROM Server maps to:	DEC Keyboard
Delete	Remove
Escape	F11
PrtSc	F12
PgUp	Prev Screen
PgDn	Next Screen
F1	Help
F2	Do
F3	F17
F4	F18
F5	F19
F6	F20
F7	PF1
F8	PF2
F9	PF3
F10	PF4
Press RETURN or ENTER to continue	

5. **Quit Mode:** Press "Escape" one or more times until the main menu appears. Press "Q".

MLA Quick Search

The location of the journals can be found in the *Charleston Area Union List of Serials* which is near the computer terminals. Fill out an interlibrary photocopy form for any article not available at The Citadel. The cost is .10 a page for local items.

1. **Instructions:** For further information refer to *MLA Step by Step*. The numbers are identical in each manual. **DO NOT TYPE THE QUOTATION MARKS.** They merely illustrate keys and commands.

2. **Wilsondisk Screen:** Press the space bar to get the Wilsondisk Menu.

3. **Wilsondisk Menu:** Type "3" for Wilsonline and press "Return".

4. **Wilsonline Menu:** Type either your term or, better still, "n" for neighbor then space then your term and "Return".

5. **Neighbor Command:** Type "n" for neighbor then your term and "Return". Press either the arrow keys or "Page Up" and "Page Down" to go up and down the lists.

6. **Get Command:** Type "g" for get followed by the numbers of the terms you wish retrieved separated by commas, e.g., "g 2,4" and "Return". with

7. **Command Screen:** This will give you the number of items retrieved.

8. **Combining Terms:** Connect the line numbers by "or" which adds up all the records, but eliminates the duplicates or "and" which retrieves only those records containing both terms. For example, "1 or 2", or "3 and 5".

9. **Truncation:** Use "#" one character or ":" for unlimited characters. You can use "#" more than once. For example, "dogm#" or "dogm:" or "dogm##".

10. **Printing and Downloading:** Do not use "Print Screen". Instead, press "F5" and "Return for each record printed. This is five times as fast and also saves paper. To download press "F5" then "p" then "a:" and name of file. Press "return" twice.

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11. **Qualifiers:** Place the qualifier in Parenthesis immediately after the term you wish to search. For example, "bridges(au)" would search "bridges" as an author. "Ger (la)" would search only German language articles. Shakespeare (jn) would only search the Shakespeare journals.

12. **Exiting:** Press "Escape" until you get directions on how to exit..

13. **Special Keys and Commands:** F1 Help, F2 End, F4 Print displayed record, F5 Display previous screen, F6 Print all records retrieved, n neighbor, g get, p downdoad, : Unlimited truncation, # Single character truncation, , Separates the last name from the first name, Escape Takes you back one level.

6/4/92/HN

MLA Step by Step

H.T.Nath
4 June 1992

1. **Instructions:** **DO NOT TYPE THE QUOTATION MARKS.** They merely indicate prompts, keys, and commands. All punctuation used for grammatical purposes will be placed outside of the quotation marks. Any punctuation within the quotation marks must be typed. Since capitalization is irrelevant type everything without capitals.

2. **Wilsondisk Screen:**

```
WILSONDISC Version 2.3.1
Copyright 1986-1991 by
The H.W. Wilson Company

PRESS SPACE BAR TO START
Press ESC to exit to DOS
```

Press the space bar and the following menu will appear:

3. **Wilsondisk Menu:**

```
                    DISC SEARCH MENU
                  Search Compact Disc

1. BROWSE . . . . . Subject Search
2. WILSEARCH . . . . . Multi-term Search
3. WILSONLINE . . . . . Command-driven Disc Search
4. QUIT

Press ENTER on HIGHLIGHTED selection or press the number
of desired choice.
F1 - HELP   F3 - Change Database/Disc   ESC - To Quit
```

Type "3" for "Wilsonline" and press "Return". The following screen will appear: (BROWSE and WILSEARCH are redundant; they appear to be intended primarily for high school students and casual users rather than college students, faculty, or serious researchers.)

4. **Wilsonline Menu:**

```
USER:
  F1:HELP          F2:END          F10:Reshow last
  FIND/NBR
```

Even though this is the command mode it is very simple to use. In addition, it is much more efficient and powerful than the other two modes. There are only two commands you need to know: (1) **n** (for neighbor), and (2) **g** (for get). Whatever is typed will appear in the block after "USER:".

5. **Neighbor Command:** This is the equivalent of "Browse" or "Index" in another database. It is an excellent way to start a Wilsonline search. Prefix the word you wish to search by "n" for "neighbor". For example, suppose you wanted to research the Christmas literature of Charles Dickens, type "n dickens" (capitals are not necessary) and "Return". The following screen will appear:

```
WILSONLINE NEIGHBOR MODE

  NUMBER   RECORDS              TERM
   1          1        (SH)   DICKENMANN, ERNST
   2        551        (TI)   DICKENS
   3       1162        (BI)   DICKENS
   4        602        (SH)   DICKENS, CHARLES

UP, DOWN OR GET N
```

By means of the arrow keys (or the page up and page down keys) you can extend the list in either direction. (By the way, "bi" means basic index, "ti" means title, and "sh" means subject heading.)

6. **Get Command:** To find a particular term or terms from the list type "g" (for "get") followed by the numbers separated by commas, e.g., "g 2,3" asks the computer to get "(TI) DICKENS" and "(BI) DICKENS" Press "Return". The following screen will appear: (You can also search by typing the words you wish to search right after "USER" without typing "n" and "g", but the results are not as good.) (By the way, "g" is only used in conjunction with "n".)

7. **Command Screen:**

```
SEARCH          WILSONLINE          NUMBER of
 SET  1          COMMAND            POSTINGS

   1   G  2,3                          1162
       (BI) DICKENS

USER: [                                      ]
  F1:HELP          F2:END          F10:Reshow last FIND/NBR
```

Number "2" in the above command is actually redundant since everything in the title would also appear in the basic index. Notice "F10:Reshow last FIND/NBR". Pressing "F10" and then "Return" will get you back to the previous "NEIGHBOR MODE" screen.

8. **Combining Terms:** After you have finished typing all of the words you want you can combine the numbers which appear on the screen with the Boolean terms "and", "or", or "not". "And" is a very powerful connector. It means that both terms need be present for the record to be pulled. It is unlikely that you would ever use more than two "ands" in a search though one "and" is usually sufficient. "Or", on the other hand merely adds the number of records retrieved by either term and eliminates the duplicates. You can use as many "or's" as you wish. The numbers retrieved will be phenomenal, but "and" will drastically reduce them. One must be very careful in the use of "not". Usually, it is restricted to eliminate records retrieved in a previous search from the new records. The "Command Screen will now look like this:

```
SEARCH          WILSONLINE          NUMBER of
 SET  1          COMMAND            POSTINGS

   1   G  2,3                          1162
       (BI) DICKENS
   2   G  10                            183
       (BI) CHRISTMAS
   3   1 and 2                           12

USER: [                                      ]
  F1:HELP          F2:END          F10:Reshow last FIND/NBR
```

To see the citations type just press "Return" and the citations will be displayed one at a time on the screen.

9. **Truncation:** This is accomplished by the "#" for one character or the ":" for unlimited characters. For example, "drama#" will pull either "drama" or "dramas" but "drama:" will pull not only the two previous, but also "dramatic" and "dramaturgy", terms you may or may not want to retrieve. The "#" may be used more than once, e.g., "theat##".

10. **Printing and Downloading:** The normal procedure is to print as the items appear on the screen one at a time. For each item press "F5" and "Return". DO NOT USE "PRINT SCREEN". It will take twice as long, include a lot of screen garbage and waste a lot of paper. If you would want to print or download all of the records press "F6" without pressing "Return" and the following screen would appear:

```
   Press Enter to Accept, ESC to Cancel

Will print 10    Records from current
     Press  N  to Change

To file:
     Press  P  to change
```

By pressing "Return" now you would only print the ten most recent records of the those found. To print all of the records press "n" (for "number change", not "neighbor"). Type in the number you want printed and press "Return" twice. The records will be printed on paper.

If you want to download to a disk instead, put a formatted disk in the drive and press "p". The cursor will appear after "To file:". Type in "a:" followed by a name for the file, e.g., "dickchri". Pressing "Return" twice will cause all of the records to be downloaded to your disk.

11. **Qualifiers:** A term can also be limited by the use of qualifiers. They are placed in parenthesis immediately after the word to be searched. For example, "christmas" without any qualifier searches the name in the "BI", basic index. This means it searches for the word any place it is found in the record. "Christmas (ti)", on the other had searches for it only in the title while "christmas (sh)" searches for it only among the subject headings. The available qualifiers are as follows:

(au)	Personal name as an author
(bi)	Basic index--not typed since it is the default
(ds)	Descriptor string
(jn)	Journal
(la)	Language
(ps)	Personal name as a subject
(sh)	Subject heading
(ti)	Title

The "(la)" command may be useful to limit your search to only articles in English. For example, "christmas and eng (la)" would exclude articles published in any language other than English.

12. **Exiting:** Press Escape until you get directions to get out of Wilsonline.

Special Keys and Commands

Esc Takes you back one level.

F1 Help.

F2 End.

F4 Print this screen. Very fast. This is the most common way to print in MLA. Do not confuse this with the "Print Screen" key which is very slow and also prints a lot of garbage.

F5 Display previous screen.

F6 Print all.

F10 Redisplay last search statement.

, Separates the last name from the first name. It also separates the various numbers which follow "g".

Single character truncation symbol.

: Unlimited truncation symbol.

g Used for "get".

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n Used for "neighbor". It is also used to change the number of citations to be either printed or downloaded.

p Used to download.

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PsycLIT Quick Search

The locations of the journals can be found in the *Charleston Area Union List of Serials* near the computer terminals.

1. **Instructions:** For further information refer to *PsycLIT Step by Step*. The numbers are identical in each manual. **DO NOT TYPE THE QUOTATION MARKS.** They merely illustrate keys and commands.

2. **ERIC and PsycLit Menu:** Highlight the wanted file and press "Return".

3. **ERIC Database Menu:** Press "Escape" (F11), and remember it; it is the magic key.

4. **Main Menu:** Press "t" for thesaurus (or "i" for index or "f" for find.

5. **Thesaurus:** Type the first word you wish to search and press "Return". Highlight the best term and press "t" for term details. Press "s" for select for each highlighted term. Press "f".

6. **Index:** Type the first word you wish to search and press "Return". Highlight the best term and press "s" for select. Press "f".

7. **Find:** Type the first word you wish to search and press "Return".

8. **Connectors:** In the find mode type the number symbol, "#", followed by a line number. Type a connector then another "#" followed by another line number, for example, "#1 and #2" or "#3 or #4 or #5".

9. **Show:** Press "Escape" ("F11") then "s" for show.

10. **Show Options:** Use "Page Down", "Page Up", and the arrow keys to move among the records. Press "Return" to star the records for printing. The cursor needs to be at the record you wish to star.

11. **Print:** Press "p" and "Return" to print the starred records. It is no longer necessary to change options.

12. **With, Near, and Not:** These commands are infrequently used. "With" and "near" are similar to "and" but more selective. "Not" can be misused easily.

13. **Accession Numbers:** Type "an=" followed by the PsycLIT abstract number and press "Return" to retrieve items by accession number, e.g., "an=78-65017.

14. **Help Mode:** Press "Help" ("F1").

15. **Quit:** Press "Escape" until the main menu appears and press "q".

7/08/92/HN

PsycLIT Step by Step

H.T.Nath
29 May 1992

The location of the journal articles which come up in your search can be found in the *Charleston Area Union List of Serials* located on the reference table near the computer terminals. Photocopies of any articles which are not in the Daniel Library can be obtained by filling out a form at the circulation desk.

1. **Instructions: DO NOT TYPE ANY QUOTATION MARKS.** They merely indicate prompts, keys, and commands. All punctuation used for grammatical purposes will be placed outside of the quotation marks. Any punctuation within the quotation marks must be typed.

2. **ERIC and PsycLIT Menu:**

```
Press | or | and ENTER to select a menu item
            Press F1 for HELP
          Press F10-Q to QUIT.

L:ERIC  1982 - March 1992
M:ERIC  (1966 - 1981)
N:PsycLIT Disc 2  (1/83 - 9/91)
O:Unrecognized disc
```

Highlight "N:PsycLIT" by using the up arrow or down arrow key and press "Return". The following screen will appear:

3. **PsycLIT Database Menu:**

```
                The PsycLIT Database (2 discs)
              January, 1983 - September, 1991

The PsycLIT Database contains summaries of the world's serial
literature in psychology and related disciplines and is
compiled from the PsycINFO Database.  PsycLIT covers over 1300
journals in 27 different languages from approximately 50
countries.

   To Learn more about the database            press F3
   To Learn more about the retrieval system    press F1
   To use the THESAURUS                        press F9
   To search PsycLIT - type a word or phrase   press ENTER
```

Do not pay any attention to this screen. Instead, press "Escape" (F11). This is the magic key. The only one you need to memorize. The following menu will appear:

4. **PsycLIT Main Menu:**

```
Commands:  Find  History  Index  Thesaurus  Show  Clear
           Print   Guide  Xchange  Restart  Options
           Download  Quit
```

Forget about the template or the "F" keys. All you need to do to use Psychological Abstracts is to type the first letter of each word without pressing "Return". For example, press "f" for "Find" or "p" for "Print" to get to the "Find" or "Print" modes respectively.

5. **Thesaurus Mode:** The best way to start most searches is with the online thesaurus. This enables you to use PsycLIT's vocabulary which usually gives the best results. With the Main Menu on the screen press "t" for "Thesaurus" and the following screen will appear:

```
THESAURUS term to look up:
```

Type in a word you are interested in, for example, "black". The following screen will appear:

```
                LIST OF PERMUTED TERMS

BLACK
    BLACK ACHIEVEMENT
    BLACK AMERICANS USE BLACKS
    BLACK AND WHITE FILMS USE FILMS
    BLACK ATTITUDES
-------------------------------------------------------
MENU:  Term Details  Select Terms  Find  Back
       Display List  Clear List
```

If you move the cursor to "Black Attitudes", for example, and press "t" for "Term Details", without pressing "Return", the following screen will appear:

```
      TERM DETAILS FOR:  BLACK ATTITUDES

SCOPE NOTE:  Year Term Introduced:  1977
USED FOR:   NEGRO ATTITUDES
BROADER TERM(S):  ATTITUDES
RELATED TERM(S):  BLACK COMMUNITY;  BLACK CULTURE;
                  BLACK POWER  RACIAL ATTITUDES
                  RACIAL IDENTIFICATION
-------------------------------------------------------
MENU:  Select Term  Find  Back  display List  Clear List
```

The cursor will be on "Black Attitudes". Press "s" for "Select Term". Move cursor to another term you think might be useful, "Racial Attitudes", for example, and press "s" without pressing "Return". After you are finished selecting your terms press "f" and the computer will search your terms. The following screen will appear:

No.	Records	Request
#1:	192	BLACK ATTITUDES in DE
#2:	303	RACIAL ATTITUDES IN DE
#3:	466	#1 or #2

6. **Index:** The next best way to search PsycLIT is through the "Index". It is used when the word does not appear in the Thesaurus. It is especially good for people and other names which are too specific for the "Thesaurus". From the main menu press "i" for "Index". The following screen will appear:

```
INDEX word to look up:
```

Type in the word you want to look up and press "Return". All the words which start the same way will appear on the screen. For example, suppose you typed the word "sykes s". The following screen would appear:

Word	Occurrences	Records
SYKES-STEWART	1	1
SYKES-STEWART-C	1	1
SYKES-SUSAN	1	1
SYKES-SUSSANNE-A	1	1

MENU: Select Terms Find Clear Terms Display Terms

The arrow keys will move you up and down the screen. If you wish to see both articles by "Stewart Sykes" you will need to first move the cursor to "SYKES-STEWART" and press "s" without pressing "Return" then move the cursor to "SYKES-STEWART-C" and press "s" again without pressing "Return". This is the tricky thing about searching people. All forms of the name need to be accounted for. After you have finished selecting terms press "f" for "Find" without pressing "Return" to do the actual search.

7. **Find:** If the word you want does not appear in either the "Thesaurus" or the "Index" you will need to use the "Find"

mode. From the "Main Menu" press "f" for "Find". The following screen will appear:

```
FIND:
```

The best way to use the "Find" mode is through either words in the title or words used as descriptors, i.e., subject headings. You do this with the word "in". For example, "sex in ti" will search for "sex" in the title while "sex in de" will search for "sex" as a descriptor. "Sex" by itself will search for the word in the abstract, in the title, and as a descriptor. For compound words, e.g., "sex education", a hyphen is frequently used. "Sex-education" means the same thing as "sex education in de" but is much faster for the computer. In searching titles the hyphen would naturally be omitted.

8. **Connectors:** By means of the number symbol, "#", the numbers of the words you previously selected and the connectors "and" or "or" you can combine words to search for exactly what you want. Truncation is accomplished by means of the "*". The following screen may help you understand this:

```
No.    cords  Request

#1       506    SEX-EDUCATION
#2      1169    SCHOOL-ROLE
#3       603    SCHOOL-RESPONSIBILITY
#4       546    RESPONSIBIL* IN TI
#5      2226    #2 OR #3 OR #5
#6        28    #1 AND #5
```

Lines numbers 1 through 3 are searching for words as descriptors. Line number 4 is searching for a word in the title using the truncation symbol, "*". Line number 5 is adding the similar words with an "or" connector giving a huge number. Line 5 is matching two lines using the powerful "and" connector, saying that both line "1" and line 5 must be present for the record to be pulled. This particular screen summarizes computer searching in a nutshell.

9. **Show:** Press "Escape" to get back to the "Main Menu". Press "s", for "Show", and the desired citations will be displayed.
The "Show" menu will appear at the bottom of the screen:

```
MENU:  Mark Record  Select Search Term  Options  Find
       Print  Download
```

To change what appears on the screen you may want to press "o" for "Options". The "Show Options" menu will appear:

10. **Show Options:**

```
Fields to Display:            AN,AU,TI,JN,DE,AB
Records to Display:           ALL
Field Labels:                 (Short)  Long   None
Clear All Marked Records:     Yes  (No)
Clear All Selected Terms:     Yes  (No)
```

Most users will not change the options but you may wish to make the records shorter by deleting "AN,AU," or even "DE" in the "Fields to Display". (These abbreviations stand for accession number, author, and descriptor.) This will cause only the title (TI), journal (JN), and abstract (AB) to appear on the screen. By the way, whatever appears on the screen has no effect on what fields will be printed. Press the "Next Screen" key to move down one screen at a time or "Previous Screen" to move back one screen at a time. The "Down Arrow" key and the "Up Arrow" key will move the cursor up or down one line at a time. Press "Return" for any record you wish to mark. Stars will appear to the left of the entry. After you are finished pressing "p" will take you directly to the "Print" menu:

11. **Print:**

```
Fields to Print:       AN,AU,TI,PY,JN,DE,AB
Records to Print:      Marked
Field Labels:          (Short) Long None
Print Searches:        (Yes)  No
Clear Marked Set:      Yes (No)
Print Limit:           30
```

```
MENU:  Start Print     Change Options
```

Press "Return" and the desired citations will be printed in the best possible format. It is strongly recommended that you do not change the print options as you did previously.

12. **With, Near, and Not:** Three other connectors which may be used to increase relevance are "near", "with" and "Not". "With" is more specific than "and" since it requires both

words to be in the same field, i.e., both must be in the title field or both must be in the abstract field or both must be in the descriptor field, e.g., "psychology with reading". "Near" is even more specific since both terms must be in the same sentence, like "with", either can come first, e.g., "psychology near reading". "Not" is primarily used with line numbers to eliminate looking at documents that one has already seen.

13. **Accession Numbers:** To get an individual record if you know the accession number type "an=" followed by the PsycLIT abstract number, for example, "an=78-09083". To save time, you can type a number of accession numbers on one line joined by the connector "or", then view or print them all at one time.

14. **Help Mode:** By pressing "Help" (Template designation is "F1" on the library terminal) you can get help on whatever topic you are in.

15. **Quit Mode:** Press "Escape" one or more times until the main menu appears. Press "Q".

APPENDIX

MAIN MENU MODES

These commands are given from the main menu which is reached by first pressing "Esc". ("F11" from a library terminal or "F5" from a personal computer.) Type the first letter of the command without pressing "Return".

CLEAR Press "c". This will erase the old search strategy so a new search can be started without taking you out of the ERIC database.

DOWNLOAD Press "d". This enables you to download the citations retrieved. Press "c" to "change options". At "Fields to Download" type all". At "Download Searches" type "y". Press "Return" twice.

FIND Press "f". This is the mode you are in whenever you do any searching.

GUIDE Press "g". This is another way to get help. Type either "i" for "introduction", "f" for "fields", "t" for "terminology", "s" for "stop words", "e"

for "examples" or "r" for "resume", i.e., get out of "help".

HISTORY Can only be used with a pc, not a library terminal. It will save only the search strategies on your floppy disk or personal hard disk. They can be called up an run later without further typing.

INDEX Press "i". Type the word you want. You do not need to type in the whole word, though, since truncation is automatic. This mode is especially helpful when searching for authors, but it can be used with any term. It will also show the words which come before and after the desired term. Press "s" to select the term and then "f" to find it.

OPTIONS Press "o". This will allow you to change the settings for "show", "print" and "download" before you actually start your search. Most people prefer to change options later.

PRINT Press "p". This enables you to print the citations retrieved. Press "c" to "change options". At "Fields to Print" type all". At "Print Searches" type "y". Press "Return" twice.

QUIT Press "q". This allows you to exit and return to DOS.

RESTART Press "r". This is identical to combining "clear" and "xchange". It will erase your search and take you back to the ERIC select menu.

SHOW Press "s". This enables you to view the citations retrieved. Press "o" for "options" to change the initial format. "ti" for "title","ab" for abstract, and "jn" for "journal" are especially effective.

THESAURUS Press "t". Type the word you want. By means of the arrow keys select the most appropriate word. Press "t" to get "term details". The Term Detail screen will appear. By means of the arrow keys move the cursor to the terms you wish and press "s" for select for each term. Press "f" to find the items indexed. This is an excellent way to start a search.

XCHANGE Press "x". This will bring the first menu to the screen, the one listing the two cd-rom disks.

Highlight the one you want by means of the arrow keys and press "Return". Your original search strategy will remain and you will be able to search the new disk by merely entering the proper line numbers.

FREQUENTLY USED COMMANDS AND KEYS

The line number key. This is perhaps the most important key on the keyboard. Line numbers must always be preceded by the number symbol.

***** The truncation key. Be careful not to truncate with insufficient letters, otherwise a lot of irrelevant material will be retrieved.

- The hyphen is used instead of a space for compound terms whenever you want the term to be treated as a descriptor rather than just a word in the abstract or title. It is also used to separate an author's last name from his first initial. Lastly, it is used to designate a range of years when used with a "py" limiter.

= It is also used after "py" to designate a particular year.

() Parenthesis can be used in commands which contain more than one type of connector.

Space Bar A blank space between words means the words are adjacent to each other in the same order.

ESC Escape. When in doubt press Escape. It will get you back to the previous screen and eventually back to the main menu. On a terminal it is the "F11" key.

HELP Press "Help". This explains the command or mode you are in when it is pressed. It is "F1" on the template.

HELP INDEX On a library terminal press "F7" and "Help" simultaneously. This brings up 117 categories in a window on the right side of the screen. By means of the arrow keys bring the cursor to the topic desired and press "s" or "Return". The particular help will appear on the screen. (On the template these keys are marked "Control" and "F1".)

Page Up Used mostly with "Show" to get to a previous record, but also used in the "Help" and "Tutorial" modes.

Page Down Used mostly with "Show" to get to the next record. but also used in the "Help", "Guide", and "Help Index" modes.

Return Also called "Enter" and "Carriage Return". It is used after most commands but it is *not* used after the letter commands of the main menu. It is also used in the "show mode" to mark the records for printing.

GLOSSARY

Adjacent An empty space between words is a connector which means adjacent and only in the order presented; for example, "reading comprehension" will not call up "comprehension in reading". Except for certain compound words, like "New York", other connectors are usually better.

And For the record to be selected all terms connected by "and" need to be present.

Connector "And", "or", "with", "not", "near" and space.

Descriptor Subject headings which appear in a thesaurus. In ERIC, they are further divided into major descriptor and minor descriptor. The designations are "de" for descriptor and "dem" for major descriptor.

Limiter An all encompassing word which modifies the search. It includes descriptor, title, author, and journal. Some of the more common are: "in de", "in ti", "in au", and "in jn

Near Infrequently used connector. It is like "and" but much more specific since it requires each limiter to appear in the same sentence for the item to be pulled.

Not A dangerous connector. It can cause a search to fail to pull relevant documents. Its prime purpose is to deselect the documents of a search which was previously done so they won't be retrieved in the current search.

Or For the record to be selected only one (or more) terms connected by "or" need be present.

With Infrequently used connector. It is like "and" but more specific since it requires each limiter to appear in the same field for the item to be pulled.

INTERPRETING THE FIELDS

The full record contains a number of fields which are rarely used. You can satisfy your curiosity about what they mean by pressing "Escape" one or more times to get the main menu and then pressing "g" for guide. The following are the ones most frequently used:

AB The abstract (or summary) of the document.

AN Accession Number. The abstracts are arranged by these numbers. It is a means of getting the abstract.

AU Personal Author. It can sometimes be used to get additional documents when an author is know as an authority.

CS Corporate Source or corporate author. Sometimes the author of a document is an organization rather than a person.

DE Descriptors. This is extremely important in finding the keywords for subsequent searches. The asterisk, "*" distinguishes the major descriptors. Those without the asterisk are minor descriptors.

IN Institution.

JN Journal. It is the way to find the "EJ"s. You need to find where the library keeps the journal cited.

LA Language.

PG Pages.

PY Publication Year. It can be used as a limiter.

TI Title.